



# Office of the City Clerk

## Weekly Report – for Week Ending September 22, 2017

### OFFICE OF THE CITY CLERK – PROJECT HIGHLIGHTS AND STATUS

#### **Administrative Services**

Staff met with the Office of the CAO regarding the Billboard Blight Program and the possible administration of the program's trust fund.

#### **Elections**

Staff administered the September 19, 2017 Special Election to elect a Fire Department Retired Member to the Board of Fire and Police Pensions Commissioners. Ballots were tallied on September 21, 2107.

Staff facilitated 75 presentations and a mock election at high schools throughout the City as part of the High School Voter Registration and Education campaign September 18 -22, 2017. Brief classroom presentations were provided along with voter registration forms at Lincoln High School in Northeast Los Angeles, Fairfax High School, Cleveland High School in the San Fernando Valley, San Pedro High School in the Harbor area, Los Angeles High School in Midtown, and Pathways School in South Los Angeles.

September 20, 2017, Elections staff attended a Naturalization Ceremony at the Convention Center where new Americans were registered to vote.

#### **Business Improvement Districts (BIDs)**

On September 19, 2017, the Economic Development Committee approved the 2017 Annual Planning Report for the South Los Angeles Industrial Tract Business Improvement District.

A meeting was held this week with the Fashion District Executive Director and its property owners relative to the 2018 renewal and expansion of the district's boundaries.

BID proponents are working on a potential BID along Figueroa Street.

Notices of Assessment (367) in the amount of \$250,516 were mailed this week for the Little Tokyo BID.

#### **Records Management**

The Records Management Division provided a tour of the City Records Center and City Archives to an archival delegation from Hubei Province, People's Republic of China.

#### **Systems**

A letter was sent to the Secretary of State requesting authorization to extend and continue use of the City's voting system. It will be used to conduct City special elections through 2019 as needed.

An Email-to-Text messaging web application is being developed in-house. The Clerk's Department Emergency Coordinators (DEC) and executive management will have the ability to communicate with staff during emergency situations. The DEC system will be able to send text messaging to staff via a web portal. The application is mobile-friendly and compatible with standard desktop browsers.

#### **Upcoming**

National Voter Registration Week September 25-29, 2017.